

**CONFIDENTIAL****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 5 November 1957

FROM : Chief, Intelligence Production Faculty

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SUBJECT: Weekly Activities Report No. 45  
30 October - 5 November 1957

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I. SIGNIFICANT ITEMS

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Nothing to report.

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II. OTHER ACTIVITIES

A. On Monday, 4 November, [ ] lectured on land-form and climatic regions of East Asia for the LAS course.

B. A detailed lecture outline for the new Intelligence Research Techniques course, including recommended exercises and activities, has been completed by [ ] This outline is based on earlier ones prepared by [ ] Before work is begun on the details of exercises, copies will be distributed for comments. This course is to be given in early January for OSI personnel.

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C. On Monday, 4 November, at 117 Central Building Mr. [ ] recorded narrative for a film being produced by the Instructional Services Branch.

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D. At the request of the DTR, [ ] met last week with [ ] Acting Chief, SIC, to outline his ideas on presentation techniques for a proposed standard briefing to be offered to foreign VIP's visiting the Agency. The subject matter, [ ]

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[ ] was reviewed as well as the problems apparent in a project of this nature.

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III. PERSONNEL NOTES

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A. [ ] was on annual leave 4-5 April.

B. [ ] started two weeks' annual leave on Monday, 4 November.

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